Quick Guide to the Language Census Data Entry Assistant

This quick guide is for users of the Language Census Data Entry Assistant which is distributed on CD.

In order to use the software, you must have Internet access and Windows 95 (or later versions of Windows). The software is not Macintosh compatible.

Introduction	This document is intended to be a short explanation of the steps necessary to use the Language Census Data Entry Assistant (LCDEA) software to complete the Language Census Forms.
Step 1 Instructions and forms	Review the instructions and forms that were sent out with this disk.
Step 2 Install the software	Follow the prompts to install the LC-DEA software.
Step 3 Start the software	To start the LCDEA software, press the "Start" button, then the "Programs" options. Select the "Language Census" program group, and click on the "LCDEA" icon. The first time the software starts, it will prompt you for your district so that it can pre-load your district's schools.
Step 4 Gather data	Review the forms to determine which data you need from each school. Some school districts have the data available centrally, while other districts must collect it manually each year from the schools in the district. The way you use the LCDEA will depend on how your district has the data available. Options: - **4.a Paper reports are available from each school** You will need to ensure that all the data you need for each school are available on the paper reports. If some data are missing, you will need to collect it from the appropriate source. Once all data has been collected, go to Step 5. - **4.b Data are not available centrally and must be collected from each school.** If you requested the forms and labels (using the "Language Census Contact and Submission Survey" form that was mailed to your district on November 15th 2002), CDE will have provided you with blank forms and labels for your schools. You may also use the LCDEA to print out a blank R30-LC form for each school. To do this, use the "Reports", "R30-LC Form" option from the menu. Then select the school(s) you wish to print and click on the "Print" button. The forms may then be distributed to each school with instructions to complete the form. Once the forms have been completed, go to Step 5. - **4.c Data are available electronically at the district.** If the data are available in an electronic format, the data may be imported into the LCDEA without data entry. The data must be in the format specified by the software. The format is available at http://www.cde.ca.gov/demographics/lc/lclayout2003.pdf. You may also view the layout from within the LCDEA software by using the "Help" option, then looking under "File Layout".
Step 5 Entering data into the LCDEA	Enter the district contact information by using the "Edit", "Edit District Contact/Certification" option. – **For those districts that used Step 4.a. or Step 4.b** For each school, enter all data for parts 1 through 5. Use the "Edit/Select school" option from the menu. Select the school you wish to work on highlighting the school by clicking on it. You may also search for the school by name or code. Once you have selected your school, press the "Edit R30 form" button, and enter data for each part by clicking on the appropriate tab. After you have returned to the "Select school" form, you may view any generated errors by clicking on the "View Errors" button. For those schools that have no English-learner or fluent-English-proficient students, check the "No EL/FEP" check box. No further information is required for that school. - **For those districts that used Step 4.c** If you have the EL/FEP data available in electronic format, you must match the format to the published format for the EL/FEP data.

	Use the "File", "Import data" option to load your existing data into the LCDEA. If any preliminary errors have been identified which prevent loading the data, print out the error report and resolve the errors. Once all preliminary errors have been identified and corrected, load the data into the LCDEA.
Step 6 Check data for errors	Run the error report by using the "Reports", "Error Report" option. If errors exist, print out the report and use the report to resolve the errors. You may also want to print the "Explanation of Errors" report by using the "Reports", "Explanation of Errors" option. This report explains in more detail each edit check. A copy of the Language Census Edit Checks is in 'Appendix B' of this 'Language Census Instuctions' document. All "Errors" must be resolved before submitting the data. All "Warnings" should be reviewed. "Warnings" will **not** prevent data submission. Use the "Edit", "Edit/Select school" option to correct identified errors.
Step 7 Verify data and print reports	You may wish to print out individual copies of the R30-LC form for each school and/or any of the district-level reports that are available in the LCDEA. You may review these reports for accuracy prior to submitting the data to the California Department of Education (CDE) in Step 9.
Step 8 Submit data	Once all "Errors" have been resolved and "Warnings" have been reviewed, you are ready to submit your data to the CDE. The submission of data relies on an active Internet connection. Use the "File", "Submit data via Internet" option. Verify the "district contact/certification" information, and then click on the "Submit data" button. After the "Submit data (via Internet)" screen displays, click on the "Submit data" button. When the data are uploaded to CDE, you will be notified. At this point, you will print out the "Certification Letter", complete the "Certification letter" and mail it to the CDE. Note: Your Internet connection must have FTP capability in order to upload the data. If you cannot successfully submit your data by Internet, you may email your data to pwilburn@cde.ca.gov.
Step 9 Backup data	Once your data have been sent to the CDE , please back-up your data to a floppy diskette for safekeeping by using the "backup" option that is available when you exit the LCDEA software. We recommend that you keep the LCDEA software on your PC until mid-July in case CDE staff have any questions or the data have not been correctly transmitted to CDE. To remove the LCDEA software, use the original LCDEASET.EXE program. You will be prompted to remove the software. You may also manually remove the LCDEA program by deleting the C:\LC2002 subdirectory (or if you did not use the default installation subdirectory, delete the subdirectory that you installed the LCDEA into).